

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

HELD 5:30pm, 22nd May 2019 AT ALFREDTON SCHOOL

CHAIRPERSON'S WELCOME

Present:

Claire Audier, Russell Smith, Rob Foreman, Marama Papworth, Johanna McKenzie, Robin Gardner (teacher)
Val Harvey (Minute Secretary)

Apologies:

Absent: Martin Evans

Declaration of Interest

Marama Papworth has taken on a permanent bus driving position. With the upcoming election and the staff position not officially filled, the BOT are happy for Marama to remain on the board until elections.

2 Board members have relatives who are bus drivers;

Russell Smith – Husband of Kate Smith

Rob Foreman – Son in Law of Shona Godfrey

STRATEGIC DISCUSSIONS / DECISIONS

1.1 POLICY/PROCEDURES

NAG2

- Community Consultation

The Policy for Community Consultation needs reviewing.

Amendments were made as required;

Point 7 – *promote and consult* changed to *inform the community*

Removed Point 9

Point 10 – renamed to Point 9. Wording changed, *when required* added, *immediately* taken out

- Self Review

Curriculum levels replaced National Standards in all places

- Summary

Point C (a) : renamed wording 'National Standards' to Alfredton School expectations

Add in new point C (c) Cohort tracking of every third-year group will be presented to the board once per year

All in agreement.

- Approve the implementation of the 3 new NAG5 policies
 - ☐ Managing Challenging Behaviour & Physical Restraint
 - ☐ Vulnerable Children Protection
 - ☐ Search, Seizure and Surrender

All Board members have looked at these and all are unanimously approved.

- Update of 3 Year Review Cycle – Work Plan

Following on from ERO visit;

There were a few word change suggestions from them.

Progress and achievement. Target students tracked last meeting

Removal of curriculum, discussed with Russ. Not needed all the time with no curriculum document to be reviewed. Claire has started on this, writing curriculum document should be finished by the end of the year.

Health consultation needs to be done bi annually, Claire will be taking this to staff and then back to board for approval before sending to community.

Well-being survey has been done, earlier than anticipated. The Health consultation will be done next. The Auditor noted that no review of the 10YPP had been minutes. This was last done approx. 18 months ago and has been added to September for the future.

BOT training. Needs Analysis will be done by NZSTA after the election and a training programme will be developed from this. This will also clarify roles and give a better understanding of portfolios.

- Alteration to Strategic Goal 2 (following ERO discussion)

ERO recommendation – Removed *meeting with parents to identify what community want*

With minimal support being received from the community at meetings etc the suggestion was to use student knowledge and direct contact with parents instead.

- Complaints and concerns flowchart
 - ☐ BOT response to ERO suggestion

ERO expressed concern that there are facebook chat groups connected to Alfredton School and discussion takes place in an open forum. The BOT needs to be very clear about how they go about their processes and any discussions their partners are involved in as well. Need to ensure it is completely separate from BOT connections.

BOT members need to ensure they direct people to correct procedures.

BOT will provide information regarding the use of their page.

Claire presented Raising Concerns/Complaints flowchart with the School. This will be sent out to all families.

MONITORING AND REVIEW

2.1 FINANCE

- 2019 Audit report

Claire read the Finding and Recommendations to all members.

Lack of review of the 10 year Property Plan - Prepare and review annually.

Segregation of Duties - Best practice.

Approval of Annual Financial Statements by the Board - to be minuted each year.

Not budgeting for Land & Buildings Grant in 2018 signed budget - this is now included.

Marama mentioned some of the areas of significance from the latest Financial Statement from ESL;

Property Equip Repairs Maintenance.

Pool Repairs – pump motor replacement

Buildings – Fountain and installation

Light Fitting in Kiwi Room and Programming

Water: Pleckville Scheme cost was overlooked, drinking water purchased due to E coli testing, , replace the power source.

Safety Supplies – the install of new radios channels was not budgeted for.

Teaching Resources - last year these were pulled back due to not knowing exactly what was here and what was actually needed. All new teaching staff have been appointed in the last 2 years. An inventory was done at the beginning of this year.

Septic Tank was over budget, approval was given by Russ via email for accounts.

- Wright Tanks \$1666.93
- GT Environmentals \$1103.29

- Ordish and Stevens Invoice \$276-00 for water leak. Budget \$200 - YTD \$1208.16. Payment approved.

- Funds transferred from Cheque account to the Reserves as approved via email from Marama

Asset Reserve – \$7,780.50

Cyclical Maintenance Reserve - \$5,375.00

Transport Reserve - \$19,000

Discussed the starting of a reserve for Maintenance in the future.

MOTION: The Board ratify the payments made in March and April 2019 and accept the financial reports as a true and accurate record.

Moved: Marama / Seconded: Claire

2.2 HEALTH & SAFETY

- Stranger outside school grounds

Claire explained the incident. Brenda's report is held in BoT Health & Safety on the google drive.

- Asbestos Plan

Rob has updated the Hazard register.

The Asbestos Plan is underway. The shed is in good repair but due to the fact it is a wood shed the concern is that damage could be done by throwing wood in. Ply will be added to the walls where necessary.

A site plan needs to be added to the plan, with the shed marked.

Claire will action the Principal section once received back from Rob.

- Wintering the pool.

We have been advised that we will need to run the filter for 8 hours per week and keep chlorine levels during the winter months.

Russ will ring Clear Pools and check on this. He will also request templates they were meant to be sending for Claire.

2.3 PROPERTY REPORT

- Septic Tank

Service Contract Agreement signed and to be sent back to Wright Tanks.

Field drains have been marked so this area can now be sprayed

There are holes in the school house/bus driveway and the puddle at the gateway continues to get bigger. This is unavoidable for the students when getting off the buses so needs fixing now.

Rob will organise this

2.4 BUS

- Sub-committee meeting

Jo read through and bullet pointed the minutes from the sub-committee meeting.

They will ensure that at the next meeting the TSL is updated.

Claire is booked in for her Certificate of Knowledge

2.5 PRINCIPALS REPORT

Claire presented her report, which shows the Strategic Goal that was taken out and the new one added below.

Claire has not heard back from ERO after sending the required documents through.

- Cohort Tracking Year Groups

Claire presented this document. This will be presented once a year. This is taken from one test which is done twice a year, next STAR test is done again in Term 4.

- Cohort Tracking Target Group

Each term, analysis of variance this year. Target students in writing as a focus
9 students. Some students are being tracked as a precaution

- Wellbeing Survey

See principal report for staff

Student data was presented.

Will be done again in Term 4

Pleased with results but identified students at both end of the spectrum and will implement safe and happy environment for all student.

2.8 GENERAL BUSINESS

- Induction

Russ and Claire looked at job descriptions but feel NZSTA will be better for strengths and weaknesses and the new members input is needed.

Signing of the code of conduct will be done with all of the new board.

- ASCA representation

Generally speaking, a staff member and BOT member attend the ASCA meetings but we need to ensure a BOT member is always there to answer questions and to report back to the Board meeting. BOT are now able to have a vote.

As part of community consultation, the BOT to organise who will be the representative at each meeting. All ASCA, BOT and staff are all here for same purpose and need to be communicating, which is working well. Clarify at the meeting who is there as a BOT member, as opposed to a parent.

- Strike Action

Russ took the initiative to approve the closure of the school on the strike day. The Board have now ratified this decision.

Claire applied for a dispensation/exemption to strike action, as she will be attending the Sole Charge and Teaching Principals Conference.

- NZSTA AGM

Invitation to the NZSTA AGM has been received, only one delegate can speak and vote. No BOT members wish to attend.

- Election Update

We have received one nomination for the staff representative and one parent nomination. The BOT will be talking to community members to promote this.

- Technology

Stewardship Group came to Alfredton School to meet and discuss the Bush Technology.

Claire, Russ, Marama and Brenda O'Donnell attended the meeting.

This meeting outlined the concerns around the Technology being provided and looking at the direction they wish for it to head in. Our Board members all agreed that there was a place for the skills being taught through the current format and weren't convinced that the new direction will be beneficial for all.

Approval to go ahead but while 'Yes we approve' the BOT would like their voice heard as well and feel that student voice needs to be considered.

Russ will email back to the group.

CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING:

MINUTES:

MOTION: That the minutes of the previous meeting held 19th March 2019 are accepted as read

MOTION: That the minutes accepted as read are a true and accurate record

Moved: Russ / Seconded: Claire

MATTER ARISING FROM PREVIOUS MINUTES:

Thank you from Claire as the schoolhouse chimney has now been cleaned.

ACTIONS FROM LAST MEETING:

BOARD ADMINISTRATION

CORRESPONDENCE INWARDS

MOE	Tuketuku Korero Volume 98 Number 6
NZSTA	STAnews April 2019 Issue 291
ESL	Governance Report 31 March 2019
MOE	Final Bank Staffing Balance for 2018
Ultra-Scan Wairarapa	Scan for Schools Donation
MOE	Education Gazette Vol 98 Number 7
NZSTA	Annual Report 2018
MOE	Tuketuku Korero Vol 98 Number 8
ESL	Governance Report 30 April 2019
Tararua Veterinary Services	Calves at Bush Ag Day

CORRESPONDENCE OUTWARDS

Nil

